

[NAME OF COMPANY/WORKSITE]
Site Visit Summary

Site Visit Team Members:

Places and Facilities Visited:

Date(s) of Site Visit:

Type/Number of Staff Interviewed:

Program Staff:

Management:

Employees:

Site documentation/reports/plans gathered:

Items for Follow up:

Narrative Summary:

I. Introduction

- a. Size of workforce
- b. Type of jobs/industry
- c. Employee characteristics

II. Program Administration and Management

- a. Health program benefits or potential benefits
- b. Program implementation and goals
- c. Program costs
- d. Program eligibility, promotion, and communications
- e. Employee committees

III. Programs and Services

- a. Current health, safety and health promotion activities (programs and services)
- b. Training, education, and support
- c. Assessment and data management, evaluation, program suggestions

IV. Policies

- a. Including specific risk factor or health or safety issue areas

V. Employee Health Benefits

- a. Health promotion benefits
- b. Health insurance coverage
- c. Incentives

VI. Environment

- a. Findings from the tool for observing worksite environments (TOWE)
- b. Barriers and Resources

VII. Community Linkages

VIII. Summary/Overall Impressions

Insert any relevant summary tables, figures, exhibits, or pictures